

## Welcome to the Microsoft Excel Online Course for Summer session 2024

In the fall/spring semester, this is a 10-week course. For the summer session, this 10-week course is condensed into 8 weeks of work. We will be discussing beginning, intermediate, and advanced Excel topics for this course.

I am extremely excited to teach this course in the new Learning Management System- Brightspace! This course is hands-on and will require students to practice the functions and features learned to solidify their knowledge in Excel. Please read the syllabus to get an idea of how the course is structured for the summer. There is a textbook for this course, along with video instruction and materials as learning aids. We will be utilizing this textbook: GO! Microsoft 365: Excel 2021 published 2022. ISBN-13: 9780137679690

Authors: Gaskin, Vargas. This textbook is used for this course as it is self-paced, and the assignments are ideal for online instruction. I urge you to purchase the textbook as soon as possible since you will need it for your assignments.

Every week, there will be an announcement with assignments posted on Brightspace in the Content section. Weekly, as new topics are introduced, students are expected to review the learning materials provided, complete lab assignments and homework. The course will be divided into weekly modules to guide you along the learning material. These requirements must be completed and serve as prerequisites to access the next week's material when it is released.

Even if your career path isn't related to business or finance, Excel is essential for any career path you select. You can apply the functions you've learned in Excel to most business and spreadsheet type applications. For ex: Google Sheets. It utilizes a vast majority of the features used in Excel and Google products are in use at most organizations.

I have been teaching Microsoft Excel at Marist for over eight years. My background is in Technical Operations and Data Analytics, and I utilize Excel in complex cases to analyze, visualize and organize data. During this course, I utilize real world business problems that can be solved using Excel.

A letter grade is given at the end of this course. The letter grade distribution is listed on the syllabus.

Hope you enjoy this online course and if you have any constructive feedback, please let me know.

Listed below are important dates for this semester. It is also listed in your syllabus:

The Summer session is 8 weeks: June 3 – July 26, 2024

Add/Drop: 6/3-6/7 (Note: To add/drop students must email Registrar@Marist.edu)

Last day for full refund: 6/7

Last day for ½ refund: 6/14

Last day to withdraw (W): 7/8

Withdraw/Fail begins (W/F): 7/9

Final grades due: 8/1